

## EDIT RULES

All error codes and messages that apply to table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

## OUTPUTS

The OC Table maintenance program has two outputs:

Maintenance Activity Report (CSB960-1), shown in Exhibit IV-OC-5, displays each transaction entered via the on-line screen and an associated message if the transaction violates an edit rule; and

Table Listing Report (CSB960-2), shown in Exhibit IV-OC-6, is produced when a function **P** is entered.

Maintenance Activity Report (CSB960-4), no sample shown, displays each transaction created by the system to record changes to the OC Table that result from running the Labor and Cost Allocation processes.

**NOTE:** Screen prints of the OC Table are quick and easy to obtain and read.

## CONTROL

Tight control should be exercised over OC Table maintenance activity since this table controls most of the system editing and posting. Careful control of deletions is mandatory since the system only edits to prevent the deletion of the current, one future and two prior fiscal year OC Table records. An Organization Control Table is required for any FFY for which financial transactions exist or will be entered. A Table Maintenance Control Log reflecting all OC Table activity must be maintained. All Maintenance Activity Reports should be filed as well as the Table Maintenance Control Logs.

## EXHIBIT IV-OC-4

**CALSTARS 4**  
(Rev. 11/02)

**STATE OF CALIFORNIA**  
**CALSTARS ORGANIZATION CONTROL TABLE MAINTENANCE**

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**FUNCTION:** ☐ (A=ADD, C=CHANGE, D=DELETE, P=PRINT)

ORG CODE:

FFY:

**LABOR:** RUN LABOR: ☐

**COST:** RUN COST: ☐

RUN TYPE: ☐

NBR STEP DOWNS:

PCA METHOD: ☐

ENCUMB ALLOC: ☐

LAST STEP RUN:

**MISC:** PM OPEN: ☐

FUND/FS EDITS: ☐

CHECK FILE: ☐

CD102: ☐

CALATERS ORF: ☐

**BUDGET:** CY SCH10: ☐

CY BR #1: ☐

PY SCH10 TRANS: ☐

**YEAR-END:** RUN YEC: ☐

PY OPEN: ☐

UNCLR COLL FFY: ☐

ORF FFY: ☐

**HIERARCHY:** LEVEL A:  LEVEL B:  LEVEL 1:  LEVEL 2:  LEVEL 3:

**DATA ERRORS:**

1-10: 

1	2	3	4	5	6	7	8	9	10

11-20: 

11	12	13	14	15	16	17	18	19	20

21-30: 

21	22	23	24	25	26	27	28	29	30

31-40: 

31	32	33	34	35	36	37	38	39	40

41-50: 

41	42	43	44	45	46	47	48	49	50

51-60: 

51	52	53	54	55	56	57	58	59	60

61-70: 

61	62	63	64	65	66	67	68	69	70

71-80: 

71	72	73	74	75	76	77	78	79	80

**FUND ERRORS:**

1-10: 

1	2	3	4	5	6	7	8	9	10

11-20: 

11	12	13	14	15	16	17	18	19	20

21-30: 

21	22	23	24	25	26	27	28	29	30

31-40: 

31	32	33	34	35	36	37	38	39	40

41-50: 

41	42	43	44	45	46	47	48	49	50

51-60: 

51	52	53	54	55	56	57	58	59	60

61-70: 

61	62	63	64	65	66	67	68	69	70

71-80: 

71	72	73	74	75	76	77	78	79	80